



October 18, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of September 2021.

Overview and Background

The College is now under contract with five architectural firms; Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the five firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$36,825.00
BKJ, Inc. Architecture - \$51,825.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
Fitzgerald Collaborative Group, LLC - \$33,281.60

Past Actions by the Board

The Board last authorized architect invoices at the September 20, 2021 meeting.

Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u> 1 </u> of <u> 1 </u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-014450 Project Name: Lifetime Sports Study DATE: 9/21/2021
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Planning Study	\$13,870.00	100%	\$0.00	\$0.00	\$13,870.00
GRAND TOTALS	\$13,870.00		\$0.00	\$0.00	\$13,870.00
Invoice Total					\$13,870.00
* Amount payable directly to:			()		
* Amount payable directly to:			()		*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-014450
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
Main Campus Site Improvements Building #15 – Architect Study Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	13,870.00	0.00	13,870.00

 Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-014450
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Provide an architectural study for improvements to building#15. Services include: -Investigate and document existing conditions where applicable. -Programming meeting with key stakeholders. -Develop and present design alternatives. Presentation materials will include 2-dimentional and 3-dimensional graphics. -Ballpark cost projection for improvement / phasing options. -Project deliverables will include a bound report (4 – copies 11x17 format) with all design options and project graphics, as well as an electronic copy (pdf format). Specifics per attached proposal dated February 16, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				13,870.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"
 To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.



TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u> 1 </u> of <u> 1 </u> Pages
	Federal I.D. No: 59-3616761
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No: PO-014449
	Project Name: Softball / Baseball Facility Improvements Study
	DATE: 9/21/2021

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Phase 1 - Facility Assessment	\$4,795.00	100%	\$0.00	\$0.00	\$4,795.00
Phase 2 - Master Planning	\$15,160.00	100%	\$0.00	\$0.00	\$15,160.00
Cost Projection Models	\$3,000.00	100%	\$0.00	\$0.00	\$3,000.00
GRAND TOTALS	\$22,955.00		\$0.00	\$0.00	\$22,955.00

Invoice Total					\$22,955.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of Principal)

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-014449
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
Main Campus Site Improvements Building #20, 23 & 34 – Architect Study Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	22,955.00	0.00	22,955.00

 Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-014449
Purchase Order Date	09/16/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Provide an architectural planning study for improvements to building numbers 20, 23 and 34. Services include: -Investigate and document existing conditions where applicable. -Programming meeting with key stakeholders. -Develop and present design alternatives. Presentation materials will include 2-dimensional and 3-dimensional graphics. -ALW will coordinate with the Owner's Civil Engineer related to parking/site improvement planning. -Ballpark cost projection for improvement / phasing options. -Exterior rendering (2 views) of the Complex -Project deliverables will include a bound report (4 – copies 11x17 format) with all design options and project graphics, as well as an electronic copy (pdf format). Specifics per attached proposal dated February 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				22,955.00

Messages

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VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

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INVOICE NO. 4



TO: Tallahassee Community College
 ATTN: Accounts Payable
 444 Appleyard Drive
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-014007

FROM: BKJ Inc. Architecture
 1621 Physicians Drive
 Tallahassee, Florida 32308

Project Name:
 Student Union (SU- bldg #35)
 Lobby/1st Floor Renovations
 Date: 9/23/21

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 3- Advanced Schematic Design	\$ 12,955.00	100%	\$ 12,955.00	\$ 12,955.00	\$ -
Phase 4- Design Development	\$ 47,520.00	100%	\$ 47,520.00	\$ 47,520.00	\$ -
Phase 5- 50% Construction Documents	\$ 38,020.00	100%	\$ 38,020.00	\$ -	\$ 38,020.00
Phase 6- 100% Construction Documents	\$ 44,260.00	0%	\$ -	\$ -	\$ -
Phase 7- Permitting/Bid	\$ 13,905.00	0%	\$ -	\$ -	\$ -
Phase 8- Construction Administration	\$ 32,460.00	0%	\$ -	\$ -	\$ -
Reimbursable Expenses	\$ 250.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES					
Energy Forms (required)	\$ 800.00	0%	\$ -	\$ -	\$ -
Existing Conditions Drawings (required)	\$ 3,300.00	100%	\$ 3,300.00	\$ -	\$ 3,300.00
Commissioning- Lighting (required)	\$ 3,000.00	0%	\$ -	\$ -	\$ -
Commissioning- Mechanical (TBD)	\$ 5,000.00	0%	\$ -	\$ -	\$ -
Record Drawings (optional)	\$ 1,500.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 1					
Pre-Tab Services	\$ 10,505.00	100%	\$ 10,505.00	\$ -	\$ 10,505.00
ADDITIONAL SERVICES No. 2					
IT/ AV/ Security	\$ 20,330.00	0%	\$ -	\$ -	\$ -
ADDITIONAL SERVICES No. 3					
2nd Floor additional scope of work	\$ 8,930.00	0%	\$ -	\$ -	\$ -
GRAND TOTALS	\$ 242,735.00		\$ 112,300.00	\$ 60,475.00	\$ 51,825.00
Total due Architect/Engineer					\$51,825.00

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:



(Signature of Principal)

Bonnie Davenport AIA, President

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Change Order

Purchase Order Number	PO-014007 - 2
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
"Change Order#2 - Increasing PO by \$8,930.00 for Additional Services #3. New PO total is \$242,735.00 Student Union (SU - bldg#35) Lobby/1ST Floor Renovations – Architect & Engineering Professional Service Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Change Order#1 - Increasing PO by \$30,835.00 for Additional Services #1 & #2. New PO total is \$233,805.00.

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	242,735.00	0.00	242,735.00

Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Change Order

Purchase Order Number	PO-014007 - 2
Purchase Order Date	07/09/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		For the full architectural/ engineering (A/E) services from advanced schematic design through construction administration services for the proposed renovation to a portion of the 1st floor/ Lobby in the existing Student Union building#35. The scope of work for the subject project includes developing the previously approved preliminary schematic design through advanced schematic design, design development, construction documents, permit submittal and construction administration services. Specifics per attached proposal dated June 29, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				242,735.00

Messages

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TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

Tallahassee Community College
 Jenny Shuler
 444 Appleyard Drive
 Tallahassee, FL 32304-2895

Invoice number 210208_0821
 Date 08/31/2021

Project 210208 TCC - GHAVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Measured Drawings - FCG	7,500.00	75.00	0.00	5,625.00	5,625.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	33.00	0.00	5,727.68	5,727.68
Schematic Design - H2 Engineering	5,700.00	0.00	0.00	0.00	0.00
Design Development - FCG	18,150.40	0.00	0.00	0.00	0.00
Design Development - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
90% Construction Documents - FCG	20,638.00	0.00	0.00	0.00	0.00
90% Construction Documents - H2 Eng	12,300.00	0.00	0.00	0.00	0.00
Permit Docs - FCG	13,253.50	0.00	0.00	0.00	0.00
Permit Docs - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
Permit Docs - Kever McKee	3,250.00	0.00	0.00	0.00	0.00
Agency Permitting - FCG	8,234.50	0.00	0.00	0.00	0.00
Bidding - FCG	11,125.20	0.00	0.00	0.00	0.00
Bidding - H2 Engineering	2,050.00	0.00	0.00	0.00	0.00
Construction Administration - FCG	18,081.80	0.00	0.00	0.00	0.00
Construction Administration - H2 Eng	17,550.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Total	180,690.00	10.99	8,500.00	19,852.68	11,352.68

Invoice total 11,352.68

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0721	07/30/2021	8,500.00		8,500.00			
210208_0821	08/31/2021	11,352.68	11,352.68				
	Total	19,852.68	11,352.68	8,500.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_0821

Date 08/31/2021

We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

Tallahassee Community College
 Jenny Shuler
 444 Appleyard Drive
 Tallahassee, FL 32304-2895

Invoice number 210208_0921
 Date 09/28/2021

Project 210208 TCC - GHAZVINI NURSING
 SIMULATION AUDITORIUM
 RENOVATION

Professional Architectural Services

PO- 013757

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings - FCG	7,500.00	75.00	5,625.00	5,625.00	0.00
Programming - FCG	8,500.00	100.00	8,500.00	8,500.00	0.00
Schematic Design - FCG	17,356.60	100.00	5,727.68	17,356.60	11,628.92
Schematic Design - H2 Engineering	4,100.00	100.00	0.00	4,100.00	4,100.00
Schematic Design - Kever/McKee Eng	500.00	100.00	0.00	500.00	500.00
Design Development - FCG	18,150.40	0.00	0.00	0.00	0.00
Design Development - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
90% Construction Documents - FCG	20,638.00	0.00	0.00	0.00	0.00
90% Construction Documents - H2 Eng	12,300.00	0.00	0.00	0.00	0.00
Permit Docs - FCG	13,253.50	0.00	0.00	0.00	0.00
Permit Docs - H2 Engineering	8,200.00	0.00	0.00	0.00	0.00
Permit Docs - Kever McKee	2,750.00	0.00	0.00	0.00	0.00
Agency Permitting - FCG	8,234.50	0.00	0.00	0.00	0.00
Bidding - FCG	11,125.20	0.00	0.00	0.00	0.00
Bidding - H2 Engineering	2,050.00	0.00	0.00	0.00	0.00
Construction Administration - FCG	18,081.80	0.00	0.00	0.00	0.00
Construction Administration - H2 Eng	6,150.00	0.00	0.00	0.00	0.00
Hydrant Flow Test-H2 Eng	600.00	0.00	0.00	0.00	0.00
Record Documents - H2 Eng	1,000.00	0.00	0.00	0.00	0.00
Pre Test and Balance - H2 Eng	5,700.00	100.00	0.00	5,700.00	5,700.00
Post Test and Balance - H2 Eng	5,700.00	0.00	0.00	0.00	0.00
Construction Administration - Kever McKee	600.00	0.00	0.00	0.00	0.00
Subtotal	180,690.00	23.12	19,852.68	41,781.60	21,928.92
Additional Services					
Conversion of the Outdoor Storage Room 248-FCG	15,440.00	0.00	0.00	0.00	0.00
Conversion of the Outdoor Storage Room 248-H2 Eng	5,900.00	0.00	0.00	0.00	0.00
Subtotal	21,340.00	0.00	0.00	0.00	0.00
Total	202,030.00	20.68	19,852.68	41,781.60	21,928.92



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 210208 TCC - GHAZVINI NURSING SIMULATION AUDITORIUM RENOVATION

Invoice number 210208_0921

Date 09/28/2021

Invoice total 21,928.92

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210208_0721	07/30/2021	8,500.00			8,500.00		
210208_0821	08/31/2021	11,352.68	11,352.68				
210208_0921	09/28/2021	21,928.92	21,928.92				
	Total	41,781.60	33,281.60	0.00	8,500.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 1201 W. Peachtree Street, Suite 630, Atlanta, GA 30309. If you have any questions please contact Judith 832.331.9418, or judith@fc-grouppllc.com.